



Local Emergency  
Planning Committee

Walt VanDromme  
*Chair*  
Tim O'Brien  
*Vice Chair*  
Patekka Bannister  
*Secretary*

## LEPC Meeting Minutes July 18, 2013

### Attendance and introductions

#### Minutes

May 16, 2013 minutes were distributed and approved.

#### Old Business

- Purchasing bylaws were last updated in 2010. Tony Sloma will work on revisions.
- Working on completion of pdf version of the reporting form.
- Reviewing the cost recovery policy to see the level of need. Correspondence will be sent to Fire Chiefs for feedback.

#### Sub-Committee Reports

**Executive Committee** Tim O'Brien reported that the new LEPC term requires nomination and voting of officers. Matt Heyrman presented the slate of officers and opened nominations for chair. Voting will take place during the September meeting.

**Finance Coordinator:** Margo Schramm provided a budget report (attached). Tony Sloma made a motion to transfer \$100.00 from Advertising and Printing 9041-4801-515110 to Telecommunications 9041-4801-515210. Motion was seconded by Keith Jackson. Motion passed.

**Grants Coordinator:** No report

**Information Coordinator:** Matt Heyrman reported that several request have been made and all were handled by Mike Frey.

**Emergency Coordinator:** Mike Frey reported that the OSHA 40 Hour Refresher is October 17, 2013 at Owens CC. Registration will be open later this summer.

**Training Committee:** HazMat IQ is going on now and additional HazMat IQ classes will be available. The HazMat Technician Course is on the schedule.

**Exercise Committee:** Kelvin Davis reported that both counties have submitted the 60 day exercise notice for the 2013 Fulton-Lucas County Exercise October 1, 2013.

**Plan Review Committee:** Next month the committee will meet to review the plan. LEPC will need to pass a resolution stating that the plan has been reviewed prior to submission to Ohio EPA.

**Public Relations Committee:** Position for chair is open.

**Compliance Committee:** Tony Sloma reported that the compliance report from previous year needs to be submitted to SERC.

Below are the open cases (Vote Required):

**Open cases**

Facility	Date for Tier II	Late in Last 4 Years	Days Late	Penalty	Status	
Ryder Transportation Services #00631	3/19/2013	2	18	\$ 1,841.00	VOTE - Subcommittee vote 4-0 to recommend 3rd notice and prosecutor referral letter	Margo 2nd Motion to accept Abstain Vorhees Passed
Sun Chemical	5/16/2013	1	76	\$ 1,820.00	VOTE - Subcommittee vote 4-0 to recommend Penalty Letter	Kowalski 2nd Motion to accept Abstain Vorhees Passed

**New business:**

Tim O'Brien reported that the committee is looking at hosting more workshops. Also, looking in to reporting via Flex View tools.

**Adjournment**

Tony Sloma made a motion to adjourn the meeting. Chief Kowalski seconded the motion. Motion passed. The next meeting will be September 19, 2013 at 12:15 p.m., in the third floor conference room of the Lucas County Emergency Services Building.

Meeting minutes submitted by: Patekka Pope Bannister

**Local Emergency Planning Committee  
Budget Report  
July 18, 2013**

		<u>2013 Budget</u>	<u>2013 YTD Actual</u>	<u>2013 Projected</u>
<b>Prior year Carryover</b>		<b>\$ 114,133.25</b>	<b>\$ 114,133.25</b>	<b>\$ 114,133.25</b>
<b>Revenues</b>				
416270	Grants -OEEF			
416271	Grants - Federal	\$ 10,384.00	\$ 4,992.00	\$ 10,384.00
416272	Grants - State	\$ 49,752.00	\$ -	\$ 42,700.00
418110	Other Receipts	\$ 5,000.00	\$ 4,482.22	\$ 5,000.00
	<b>Total</b>	<b>\$ 65,136.00</b>	<b>\$ 9,474.22</b>	<b>\$ 58,084.00</b>
<b>Expenditures</b>				
512110	Contract Services	\$ 49,460.00	\$ 25,776.00	\$ 49,460.00
512180	Contract Projects	\$ -	\$ -	\$ -
514120	Supplies	\$ 250.00	\$ -	\$ 250.00
514130	Postage	\$ 1,000.00	\$ 489.03	\$ 975.00
515110	Advertising & Printing	\$ 8,500.00	\$ -	\$ 800.00
515160	Copying	\$ 2,200.00	\$ -	\$ 2,200.00
515210	Telecommunications	\$ 300.00	\$ 183.59	\$ 400.00
515230	Training	\$ -	\$ -	\$ -
517110	Miscellaneous	\$ 3,426.00	\$ 215.62	\$ 750.00
530100	Equipment	\$ -		
	<b>Sub-total</b>	<b>\$ 65,136.00</b>	<b>\$ 26,664.24</b>	<b>\$ 54,835.00</b>
	<b>Total</b>	<b>\$ 65,136.00</b>	<b>\$ 26,664.24</b>	<b>\$ 54,835.00</b>
<b>Balance</b>		<b>\$ 114,133.25</b>	<b>\$ 96,943.23</b>	<b>\$ 117,382.25</b>